

McNaul Ebel Nawrot & Helgren PLLC is a highly respected Seattle law firm formed in 1995 by a group of attorneys known for rigorous and successful representation of clients. Our attorneys have established exceptional reputations in the local, state, and national legal communities by handling some of the most highly visible and complex commercial litigation and business transactions in the country.

Our attorneys concentrate their efforts on providing legal services in three main practice areas:

Litigation & Trial Practice  
Real Estate & Capital Markets  
Emerging Companies

Our clients range from international enterprises, institutional investors, and well-established businesses to small local firms, technology startups, and individual entrepreneurs.

### **THE OPPORTUNITY**

We are in search of a **Paralegal** to support our **Litigation & Trial Practice**.

Summary of basic responsibilities:

- I. Commencement
  - A. Review, organize and analyze preliminary documentation and information supporting client's position
- II. Discovery
  - A. Conduct factual investigation
    - 1. Interview witnesses
    - 2. Internet research on witness backgrounds
    - 3. Obtain and summarize any relevant public records
    - 4. Gather, organize and summarize factual data collected from client files
    - 5. Draft subpoenas to 3<sup>rd</sup> parties
  - B. Written discovery
    - 1. Draft discovery requests – interrogatories, RFP's, RFA's
    - 2. Follow up on outstanding discovery requests
  - C. Document production
    - 1. Gather and review responsive documents and work with attorneys for production
    - 2. Draft privilege log
    - 3. Coordinate production of documents
    - 4. Maintain production log
    - 5. Review, index, organize, analyze, and summarize documents produced by other parties
  - D. Expert discovery
    - 1. Compile documents for experts to review
    - 2. Draft subpoenas to opposing experts
    - 3. Prepare expert files and correspondence for production
    - 4. Maintain expert files
  - E. Document management and analysis and summary of materials
    - 1. Draft timeline of key events
    - 2. Draft witness matrix
    - 3. Maintain index of key documents
  - F. Depositions
    - 1. Compile key documents relating to each deponent to assist attorney in preparation
    - 2. Prepare exhibits for depositions
- III. Dispositive Motions
  - A. Cite check

- IV. Trial prep and trial
- A. Pleadings
    - 1. Assist with ER 904 disclosure
    - 2. Assist with Trial Exhibits and Witness Lists
    - 3. Assist with Joint Statement of Evidence
  - B. Assemble and organize trial notebooks
    - 1. Create and maintain appropriate trial notebooks re key pleadings, witnesses, trial exhibits, etc.
  - C. Coordinate with court and vendors re technology needs
  - D. Jury selection
    - 1. Obtain jury list and biographical information
    - 2. Attend jury selection and take notes on information from voir dire
  - E. Trial attendance (as needed)
    - 1. Maintain exhibits
    - 2. Maintain list of admitted exhibits
    - 3. Take notes
    - 4. General support at trial

Summary of requirements:

- A minimum of 5 years of experience as a litigation paralegal
- Must have trial experience
- Bachelor's degree or paralegal certificate;
- Excellent written and verbal communication skills;
- Outstanding analytical and organization skills;
- Advanced proficiency of Word, Excel, PowerPoint, Outlook, and Adobe;
- Ability to concentrate and pay close attention to detail;
- Knowledge of the Washington State (and Federal) court rules and procedures;
- Excellent grammar, punctuation, spelling and organizational skills;
- Must be able to adapt to changing situations and function in a dynamic, fast-paced environment;
- Ability to exercise sound judgment and decision making;
- Must be able to anticipate and adjust to the varying needs of attorneys;
- Desire to work in a team environment with a focus on excellent service;
- Flexible and reliable;
- Stellar attendance record;
- Demonstrated ability to meet obligations with confidentiality, integrity, and sensitivity;
- Maintain a positive, upbeat and pleasant personality.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular person. All personnel may be required to perform duties outside of their typical responsibilities from time to time, as needed.

Summary of Benefits

- Competitive Compensation Package (DOE)
- Medical
- Dental
- Vision
- Life Insurance
- LTD
- 401(K) and Profit Sharing

- Flexible Spending Plans
- Paid Time Off
- Paid Holidays Off
- Sabbatical Program

If interested, please submit your cover letter and resume to [slittle@mcnaul.com](mailto:slittle@mcnaul.com).

McNaul Ebel Nawrot Helgren, PLLC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, genetic information, protected veterans, marital status, sexual orientation, gender identity, disability status or any other category prohibited by local, state or federal law. This policy applies to all aspects of employment, including recruitment, placement, promotion, demotion, compensation, benefits, social and recreational activities and termination.